



The Indiana State Emergency Response Commission's Quarterly Newsletter Summer 2004

12TH ANNUAL INDIANA LEPC CONFERENCE

The Indiana Emergency Response Commission (IERC) will host the 12th Annual Indiana Local Emergency Planning Committee (LEPC) Conference at the Indianapolis Marriott East Hotel in Indianapolis, IN on October 22, 2004. (See agenda on page 8).

This important annual event will offer LEPC members and others interested in the SARA Title III Program in Indiana the opportunity to hear speakers on chemical emergency preparedness, response, and regulatory enforcement, to network with other chemical emergency planners and responders, and to participate in the Annual LEPC Awards Program.

Each year the IERC evaluates nominations of Indiana LEPCs who have done outstanding work in the following awards categories: Planning, Hazards Analysis, Training, Data Management, Commodity Flow Studies, Plan Exercises, Outreach to the Public, Outreach to Reporting Chemical Facilities, Administrative Achievement, Contributions to the Work of the IERC, and Special Projects. The deadline for submitting nominations of LEPCs to the IERC is September 1, 2004.

Registration information for the conference will be mailed in August to Indiana's LEPCs and to those on the IERC's "Interested Parties List." If you do not receive this information by August 31, 2004, and you're interested in attending the conference, please contact IERC Secretary Shawn Walke at (317) 232-3830, or email her at swalke@sema.in.gov

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CHEMICAL SAFETY BOARD PRESENTS PLAN TO EXPAND ITS RECOMMENDATIONS IMPLEMENTATION PROGRAM

Washington, DC, July 15, 2004 — Senior staff from the U.S. Chemical Safety and Hazard Investigation Board (CSB) presented their plans for an expanded Recommendations Program to Board Members in a public meeting in Washington this morning. The Recommendations Program is charged with achieving the implementation of the recommendations that arise from completed chemical accident investigations. The program will also play an important role in the increased outreach activities of the CSB.

Dr. Manuel Gomez, who joined the CSB as Director of Recommendations earlier this summer, and Jordan Barab, Senior Recommendations Specialist, presented the Recommendations Program update. They outlined plans for a more comprehensive program through vigorous pursuit of open recommendations, improved dissemination of information, implementation of a new tracking system for recommendations, and a broader CSB outreach program.

CSB Chairman Carolyn Merritt said, "Following investigations into the root and contributing causes of industrial chemical accidents, the CSB issues recommendations to companies, state and federal agencies, industry associations, and others. The CSB hopes that other similar accidents can be prevented through the implementation of these recommendations. Successfully implementing these recommendations is a critical part of the Board's mission."

At today's meeting, the CSB noted that the Environmental Protection Agency (EPA) has recently

CHAIRMAN'S CORNER

by **Luther J. Taylor, Sr., Chairman, Indiana Emergency Response Commission**



It was great to return to my hometown of South Bend for the July Indiana Emergency Response Commission (IERC) meeting. There was a good turnout and many good ideas were exchanged. Mayor Stephen J. Luecke welcomed the Commission. All of us appreciated his kind remarks.

Special thanks go out to St. Joseph County Emergency Management Agency Director Jeanne Mahoney and the IERC's Dave Crose for putting the meeting together. Part of the arrangements included a terrific luncheon at the Tippecanoe Place restaurant located in the historic Studebaker Estate Mansion.

The IERC will be on the move again in September when the next meeting will be held in Friendship, IN at the fire department. The Ripley County Local Emergency Planning Committee (LEPC) will host. Besides the meeting, there is a lot going on in town. The Annual National Muzzle Loading Shooting Championships will be underway. Pat Thomas and Dave are working to make the day a memorable one.

There is a lot to report from the Newport Chemical Depot. I visited there in April during the Chemical Stockpile Emergency Preparedness Program's (CSEPP) annual exercise. Lt. Col. Joseph F. Marquart gave me a tour of the facility. It is an impressive operation. CSEPP Training Director R.O. Stanley then escorted



Executive Director of the State Emergency Management Agency Luther J. Taylor Sr. presents a letter of appreciation from Governor Joseph E. Kernan to Lt. Col. Joseph F. Marquart after the recent Newport Chemical Agent Disposal Facility change of command ceremony.

me to the locations involved in the exercise.

That was Col. Marquart's final exercise at Newport. He now serves

in a position at the Pentagon. The new Post Commander is Lt. Col. Scott Kimmell. A Change of Command Ceremony was held at the Depot in June. Lt. Col. Kimmell is a 1986 graduate of Eastern Illinois University in Charleston, Illinois. His experience in chemical warfare started in 1987 as Chemical Officer for the 1st Battalion in Korea. I welcome him to Indiana and am confident he will provide strong leadership as the destruction of Agent VX moves ahead.

The Memorial Day Weekend was a wet and wild one for Hoosiers. Tornadoes, thunderstorms, and torrential rain covered the state. By the time it was over, 69 counties from Lake in the Northwest to Switzerland in the Southeast were declared major disaster areas. This is the third time in two years that holiday storms have led to declarations. Let's hope the rest of the year will be calmer.

A long-time fixture on the IERC, Sam George, will be leaving at the end of the year. After ten years, he is stepping aside due to other responsibilities. Sam has been a major contributor to the strength of the Commission. While he will no longer be a Commissioner, I am sure we will always be able to call on him for advice.

Finally, don't forget about the 2004 Annual Indiana LEPC conference. It will be held at the Indianapolis Marriott East on October 22nd. More information will be coming soon. I hope to see you there.

'Til next issue.

NFPA 1600 – STANDARD ON DISASTER/EMERGENCY MANAGEMENT AND BUSINESS CONTINUITY PROGRAMS 2004 Edition

The operational challenges facing businesses, service and educational institutions and organizations, as well as the communities within which they operate worldwide, will be defined in large part by the terrorism threats and increasing natural and man-made disasters facing us. Continuing globalization and expansion of the global economy in our businesses, as well as the life-safety issues facing everyone at times of disaster, demand contingency plans that are practical, realistic, thorough and current, in order to solve problems and reduce risks to both the public and private sectors worldwide. Therefore, it is imperative that the National Standard on Preparedness (also known as NFPA 1600) be fully endorsed by international, national, state, provincial, and local government, as well as by the private sector.

After a great deal of due diligence and hard work, the NFPA Technical Committee on Emergency Management and Business Continuity, comprised of representatives from both the public and private sectors, including the Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA), the National Emergency Management Association (NEMA), the International Association of Emergency Managers (IAEM), and insurance and contingency planning organizations worldwide have reviewed and updated NFPA 1600, as evidenced by the information contained in this article.

The 2004 edition was prepared by the Technical Committee on Disaster Management and acted on by the National Fire Protection Association (NFPA) at its November Association Technical Meeting held November 15-19, 2003, in Reno, NV. Furthermore, the present edition of NFPA 1600 was approved as an American National Standard on January 16, 2004, by the American National Standards Institute.

This standard has been endorsed by the American National Standards Institute (ANSI), DHS/FEMA, NEMA, and IAEM. The standard provides a common set of criteria for disaster/emergency management and business continuity programs that can be used throughout the development, implementation, assessment and maintenance cycle.

The development of NFPA 1600 began in January, 1991 when the NFPA Standards Council established the Disaster Management Committee. The committee, which consists of members from both the public and private sectors who specialize in the field of disaster recovery, emergency management, and business continuity planning was then given the responsibility to develop documents relating to preparedness for, response to, and recovery from disasters resulting from natural, human or technological events. This committee, meeting several times a year, and whose members donate their time and expenses (as do all of NFPA's voluntary non-staff committee members) first focused on the development of the *NFPA 1600, Recommended Practice for Disaster Management*. After much work and numerous discussions representing various viewpoints, NFPA 1600 was presented to the NFPA membership at the 1995 Annual Meeting in Denver, Colorado, and that effort produced the 1995 edition of NFPA 1600.

In its revision of the document from a recommended practice to a standard for the 2000 edition, the committee also more fully addressed the long-term business interruption and the additional affects of increasing natural, human and technological disasters. A significant change was the shift of emphasis from planning to a program perspective that would, for example, correspond with the Emergency Management Accreditation Process (EMAP). In 1998, the Technical Committee changed the scope of the document substantially from a "planning" perspective to a "program" perspective and a program management section was added. It was a significant change in that it embraced the entire cycle of emergency management, not just four phases. The Technical Committee expanded the process from preparedness, response, recovery and mitigation to a focus on functions such as strategic planning, budgeting, corrective action and other management responsibilities in the emergency planning arena. At the same meeting in 1998, the public and private sector representatives defined what an "emergency/disaster management and business continuity program" was for the first time. In addition, ANSI-HSSP (Homeland Security

FIELD NOTES

by Ian Ewusi-Wilson and Kathy Dayhoff-Dwyer



Greetings, good citizens. Your field representatives We have compiled this Q&A devoted to your Hazardous Materials Emergency Response Plan (LEPC plan). We will address questions and/or concerns some of you have

brought to our attention during the course of our travels, visits and workshops. As always, it is our hope that our responses help to promote communication, cooperation and collaboration between your Local Emergency Planning Committee (LEPC) and your local and state governments.

Question - When are the LEPC plans/updates due?

Answer - All LEPC plans/updates are due by mid-October of the current year. The exact date for this year is October 17, 2004, but you are encouraged to send them directly to the Indiana Emergency Response Commission (IERC), Attention: Dave Crose, 302 W. Washington Street, Room E208, Indianapolis, IN 46204, before the due date.

Question - Should an entire copy of the LEPC plan be submitted each year, or merely the sections containing updates?

Answer - The IERC would prefer to receive only the updated portions of LEPC plan. However, an entire copy of the LEPC plan may be required if the LEPC has been non-compliant for a period of time or if the LEPC wishes to replace previous plans filed with the IERC.

Question - Are electronic LEPC plans acceptable for submission?

Answer - Electronic LEPC plans are welcome but must be written in a format that is accessible and readable—e.g., Adobe Acrobat, Microsoft Word, rich-text format, etc. Before submitting an electronic version of their plans, LEPCs must assure that they are complete, readable and manageable.

Question - Does the IERC recommend the use of a particular sample LEPC plan or an actual plan that may be used as a template/guidance by LEPCs in the development of their plans?

Answer - No. The IERC recognizes that each LEPC

plan is unique and must address the community's needs as they relate to that community's size, hazards, level of danger, response resources, and emergency preparedness. So there is no single, right way to develop an LEPC plan.

Question - Does the IERC

formally approve an LEPC plan either verbally or in writing?

Answer - The IERC reviews all LEPC plans and plan updates and provides an evaluation of each plan. The evaluation is a discussion on whether the plan does or does not meet the 9 planning elements required by the IERC (and recommended by the federal statute/EPCRA). *All LEPCs must have a copy of these 9 planning elements.*

Question - Is there ever a time when an LEPC plan does not require updating? If so, can a letter be submitted to the IERC indicating that no plan changes have been made and still meet the required annual plan update submission?

Answer - No. The LEPC plan always requires annual updates; therefore, a letter indicating no change will not meet the requirement of a plan update. The following are items requiring annual updates in the LEPC plan and are denoted by asterisks on the plan evaluation checklist:

1. List the facilities in your county subject to SARA Title III and their addresses. Designation of EHS or other status (i.e., 302, 304, 311, 312, etc.) for each facility and a list of the EHS chemicals at each facility is recommended.
2. Include a map showing locations of SARA Title III facilities and designate differences between EHS and other facilities by the map's legend.
3. List the facilities contributing to or at greater risk due to proximity to SARA Title III facilities. Examples of such facilities are schools, hospitals, nursing homes, and areas of large group gatherings such as arenas, concert halls, shopping malls, churches, convention centers, etc.



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Standards Panel) validated this “program view” in order to help new comers and experienced planners to the field understand the scope of the program.

The 2000 edition was expanded to address business continuity planning issues both before and after a disaster. These additional guidelines in NFPA 1600 aid in the mitigation of losses, the continuing of time-sensitive business and service functions and processes, while also protecting life and property.

What’s new in the 2004 edition?

- 2004 edition contains updated terminology and has been reformatted to follow the 2003 *NFPA Manual of Style*; however, the basic features of the standard remain unchanged.
- Annex A was expanded to include additional explanatory information the Technical Committee was needed to explain some of the intent of including the material in the main body of the standard.
- Annex A contains a table (*FEMA’s CAR/NFPA 1600/BCI & DRII Professional Practices*) as a way to integrate the business continuity thinking and planning with that of the emergency management community.
- Annex B (*Disaster/Emergency Management and Related Organizations*) and Annex C (*Additional Resources*) have been significantly expanded to provide the planners, implementers and students a list of governmental agencies and organizations that are in the “business” of emergency management and business continuity. The inclusion of Canadian organizations on these listings is a sign of international focus of NFPA and the Technical Committee. (In the past two years the number of Canadian members has increased from one to four).
- Annex D (*Disaster/Emergency Management Accreditation and Certification Programs*) is new, providing a representative listing of the programs that accredit and/or certify people and organizations.
- Annex E (*Informational Resources*) is new, providing listing of NFPA standards and codes that are most commonly referenced in business continuity and emergency management programs.

Specific Program Elements addressed in NFPA 1600 include the following:

- Laws and Authorities

The applicable legislation, regulations, and industry codes of practice an entity needs to consider when developing a disaster/emergency management program.

- Hazard Identification, Risk Assessment, and Impact Analysis

The identification of hazards (e.g., natural, human, and technological), the likelihood of their occurrence, the organization’s vulnerability to these hazards, and the detrimental impact(s) of the hazard(s) on the organization.

- Hazard Mitigation

Activities taken to eliminate or reduce the degree of risk to life and property from hazards, either prior to or following a disaster or emergency.

- Resource Management

The means within the organization to reduce or eliminate the hazards identified in the program administration phase.

- Mutual Aid

The need for and the establishment of mutual aid agreements.

- Planning

The processes of developing advance arrangements and procedures which will enable an organization to respond to a disaster and resume critical business or service functions within a predetermined period of time, minimize the amount of loss, and repair, restore or replace the stricken facilities as soon as possible.

- Strategic Plan - A plan outlining decisions regarding resource allocation, priorities, and action steps necessary to reach the goals of the disaster recovery, emergency management or business continuity plan.

- Emergency Operations/Response Plan - A plan outlining the response an organization will have to a disaster or emergency. This may include procedures or criteria for opening an Emergency Operations Center, the deployment of assets to meet critical needs and the description and assurance of a coordinated response to emergency situations.

- Mitigation Plan - The strategy and action steps to eliminate hazards or mitigate their effect if they cannot be eliminated.

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4. Include a map showing locations of these facilities contributing to or at greater risk due to proximity to SARA Title III facilities.
5. List the Community Emergency Coordinator (CEC) and how to make contact. The CEC may be a specific person or a position within an agency, such as a 24-hour emergency dispatcher.
6. List the Facility Emergency Coordinator (FEC) for each EHS facility and how to make contact. Also provide a list of all backup contact persons.
7. List all media contact persons and how to reach them.
8. Include a calendar of LEPC-sponsored training activities for the upcoming year.
9. Include a calendar of all county response organizations' current-year HAZMAT training activities. Include course descriptions, course content, and the level of training such as awareness, operations, technical and/or refresher certifications.
10. Include an exercise schedule for the LEPC plan.

Question—Will not having a plan update submitted to the IERC before the due date prevent an LEPC from receiving its annual funding?

Answer—Yes. An LEPC is non-compliant if it does not submit a plan update for the current operating year. As a result, the IERC may withhold funding that may not be recoverable by the LEPC.

Question—Will the current All-Hazards County Plans recommended by the State Emergency Management Agency suffice as an LEPC plan?

Answer—No. All LEPC plans must address the 9 planning elements required by the IERC (recommended by the federal statute/EPCRA). All LEPCs must develop and update their plans based on these planning elements and the review recommendations from the IERC.

We hope that this Q&A addresses some or most of your concerns regarding your LEPC plan. It is important to remember that your community is unique from, yet similar to, other Indiana communities, and your LEPC plan must reflect this uniqueness as well as the likenesses. LEPCs are charged with this enormous responsibility of developing and providing a Hazardous Materials Emergency Response Plan to help protect its local citizens in the event of an accidental chemical release.

Please remember to call on us your, field representatives, for assistance and with your issues and comments.

CSB.....from page 1

acted on a major recommendation from the Board's 2002 reactive hazard investigation. The EPA now requires reporting of reactive chemical incidents under its Risk Management Program, which will allow better tracking and evaluation of incidents at thousands of facilities around the nation. The Board voted to close this recommendation based on "acceptable action."

"EPA's recent rulemaking action on reporting is an example of the progress our recommendations are making across the country. We are excited to pursue broader implementation of safety recommendations, which is vital to the mission of the agency. With a strong outreach plan, the information gained from our accident investigations will be used even more broadly to prevent accidents," Dr. Gomez said. Dr. Gomez said the team would work with stakeholders to ensure that the appropriate organizations are made aware of the CSB's efforts to improve safety whenever chemicals are used in industry.

Dr. Gomez brings over 25 years of multi-disciplinary experience in occupational and environmental health and safety to the CSB. He has previously worked as a consultant, director of the scientific affairs division of a non-profit organization, professor, researcher, and compliance officer. He is a Certified Industrial Hygienist, a member of numerous professional societies, and the author of a book and several scientific papers and presentations.

The CSB is an independent federal agency charged with investigating industrial chemical accidents. CSB investigations look into all aspects of chemical accidents, including physical causes such as equipment failure as well as inadequacies in safety management systems. Typically, the investigations involve extensive witness interviews, examination of physical evidence, and chemical and forensic testing.

The Board does not issue citations or fines but does make safety recommendations to plants, industry organizations, labor groups, and regulatory agencies such as OSHA and EPA. Further information about the CSB is available from www.csb.gov. For more information, contact Kara Wenzel at 202-261-7642.

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- **Business Impact Analysis** - The process of determining the impact on an organization should a potential loss (hopefully identified by the risk analysis) actually occur. The BIA should qualify *and* quantify, where possible, the loss impact from a business interruption, operational, and financial standpoint.

- **Recovery / Business Continuity Plan** - The documentation of the strategies, procedures, resources, organizational structure, and information database utilized by an organization to recover from, resume, manage and continue operations in the event of a substantial disruptive incident.

- **Direction, Control and Coordination**

The ability to manage, control, and coordinate the response and recovery operations.

- **Communications and Warning**

The communication systems and procedures are to be established and regularly tested to support the program including the ability to notify officials, emergency personnel employees and other personnel of an actual or pending emergency.

- **Operations and Procedure**

The implementation of all operational procedures, including response, damage assessment and recovery operations.

- **Logistics and Facilities**

Identifies methods and responsibilities for providing facilities, services, personnel and materials for the incident.

- **Training**

The implementation of a training / educational program to facilitate and provide understanding and support of the program

- **Exercises, Evaluations & Corrective Actions**

The evaluation of the program through periodic reviews, testing, post-incident reports, performance evaluations and exercises

- **Crisis Communication, Public Education and Information**

Procedures to disseminate information, including requests for pre-disaster, disaster and post disaster information. Also, the establishment of procedures for addressing media inquiries, as well as providing information to them.

- **Finance and Administration**

Responsible for developing financial and administrative procedures to support the program before, during and after an emergency or a disaster.

NFPA 1600 is considered an excellent benchmark for planners in both the public and private sectors. This Standard provides numerous methodologies for defining and identifying risk and vulnerabilities within a community or business / service organization, as well as thorough planning guidelines which address: stabilizing the restoration of the physical infrastructure of the community or business organization; protecting the health and life safety of personnel housed in those communities or businesses; and crisis communications procedures and management structure for both short-term recovery and ongoing long-term continuity of operations within that community or business/service organization.

In addition, NFPA 1600 identifies methodologies for exercising those plans and provides a listing of numerous resource organizations within and for the fields of disaster recovery, emergency management and business continuity planning. (See Annex B & C).

As with other standards, NFPA 1600 will join the family of voluntary codes and standards (approximately 300) which are available for adoption by federal, state and local entities as well as the private sector. NFPA will continuously monitor the adoption and usage of the standard and its Technical Committee on Emergency Management and Business Continuity will revisit its contents and usage regularly over the next several months to determine if an interim change to reflect the recommendations that have come forth from the ANSI-HSSP is necessary.

We encourage you to review the 2004 edition of NFPA 1600 and utilize the valuable pre-loss and post-loss mitigation, recovery and continuity planning information housed therein. For your free, downloadable copy of NFPA 1600, please visit the NFPA website at www.nfpa.org or for any additional questions contact Staff Liaison Martha Curtis at 617-984-7467.

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The *SERCULAR* is the newsletter of the Indiana Emergency Response Commission

Joseph E. Kernan, Governor
 Luther J. Taylor, Sr., IERC Chair
 Lori Kaplan, IERC Vice-Chair
 Sherman Greer, *SERCULAR* Editor
 Ken Rogers, *SERCULAR* Managing Editor

Communications Committee Members/Editorial Advisors:

David Crose, SEMA
 Sam George, IERC
 James Pridgen, IERC
 Alden Taylor, SEMA

The *SERCULAR*

302 W. Washington Street, Room E-208
 Indianapolis, IN 46204-2560
 (317) 232-3830
<http://www.state.in.us/ierc>



For Additional Information Call 1-800-434-9974

12TH ANNUAL INDIANA LEPC CONFERENCE

October 22, 2004

Indianapolis Marriott East Hotel

7202 E. 21st Street Indianapolis, IN 46219

AGENDA

8:00 AM – 8:30 AM

Registration

8:30 AM – 9:00 AM

Opening Ceremonies

Sherman Greer, IERC Communications Committee
 Chairman

Luther J. Taylor, Sr., IERC Chairman
 Steve Wettschurack, President, EMAI
 Bruce Palin, Deputy Commissioner, IDEM

9:00 AM – 9:45 AM

“NFPA 1600”

Dean Larson, IERC

9:45 AM – 10:00 AM

Break

10:00 AM – 10:45 AM

IERC Field Representatives’ Report

Ian Ewusi-Wilson
 Kathy Dayhoff-Dwyer

11:45 AM – 12:15 PM

Lunch

12:15 PM – 1:00 PM

“EPCRA and Local Preparedness in a New Day”
 William Finan, USEPA Washington, DC

1:00 PM – 2:30 PM

Breakout Work Sessions

Training & Exercise Issues
 C.R. Brown, IERC Training Committee Chairman

Funding Issues
 Steve Wettschurack, IERC Fiscal Committee Chairman

Planning Issues
 Jim Pridgen, IERC Technical Committee Chairman

2:30 PM – 2:45 PM

Break

2:45 PM – 3:30 PM

Breakout Session Reports & Discussion

3:30 PM

Presentation of 2004 Annual LEPC Awards
 Luther J. Taylor, Sr., IERC Chairman